

**Texas Education Agency  
Standard Application System (SAS)**

**2014-2016 Technology Lending Program Grant**

<b>Program authority:</b>	General Appropriations Act, Article III, Rider 8, 83rd Texas Legislature; TEC, Chapter 31, Section 31.021(f) and Chapter 32	<b>FOR TEA USE ONLY</b> <small>Write NOGA ID here</small>
<b>Grant period:</b>	October 1, 2014, to August 31, 2016	
<b>Application deadline:</b>	5:00 p.m. Central Time, May 13, 2014	<small>Place date stamp here</small>
<b>Submittal information:</b>	<p>Four complete copies of the application, three with original signature (blue ink preferred), must be received no later than the aforementioned time and date at this address:</p> <p style="text-align: center;">Document Control Center, Division of Grants Administration Texas Education Agency 1701 North Congress Ave Austin TX 78701-1494</p>	<div style="writing-mode: vertical-rl; transform: rotate(180deg);">             Received Texas Education Agency           </div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">             2014 MAY 13 PM 1:54 Document Control           </div>
<b>Contact information:</b>	Kathy Ferguson: techlending@tea.state.tx.us; (512) 463-9400	

**Schedule #1—General Information**

**Part 1: Applicant Information**

Organization name		County-District #	Campus name/#	Amendment #
Richardson ISD		057916		
Vendor ID #	ESC Region #	US Congressional District #	DUNS #	
75-6002311	10	32	041087255	
Mailing address			City	State ZIP Code
400 S. Greenville Avenue			Richardson	TX 75081

**Primary Contact**

First name	M.I.	Last name	Title
Robin		Gunter	Secondary IT Coordinator
Telephone #	Email address		FAX #
469.593.0725	<a href="mailto:robin.gunter@risd.org">robin.gunter@risd.org</a>		469.593.0853

**Secondary Contact**

First name	M.I.	Last name	Title
Pat		Abbott	Instruction Technology Coordinator
Telephone #	Email address		FAX #
469.593.0726	<a href="mailto:pat.abbott@risd.org">pat.abbott@risd.org</a>		469.593.0853

**Part 2: Certification and Incorporation**

I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I further certify that any ensuing program and activity will be conducted in accordance with all applicable federal and state laws and regulations, application guidelines and instructions, the general provisions and assurances, debarment and suspension certification, lobbying certification requirements, special provisions and assurances, and the schedules attached as applicable. **It is understood by the applicant that this application constitutes an offer and, if accepted by the Agency or renegotiated to acceptance, will form a binding agreement.**

**Authorized Official:**

First name	M.I.	Last name	Title
Patti		Kieker	Deputy Superintendent
Telephone #	Email address		FAX #
469.593.0250	<a href="mailto:patti.kieker@risd.org">patti.kieker@risd.org</a>		469.593.0249
Signature (blue ink preferred)	Date signed		



Only the legally responsible party may sign this application.

701-14-107-187

**Schedule #1—General Information (cont.)**

County-district number or vendor ID: 75-6002311

Amendment # (for amendments only):

**Part 3: Schedules Required for New or Amended Applications**

An X in the "New" column indicates a required schedule that must be submitted as part of any new application. The applicant must mark the "New" checkbox for each additional schedule submitted to complete the application.

For amended applications, the applicant must mark the "Amended" checkbox for each schedule being submitted as part of the amendment.

Schedule #	Schedule Name	Application Type	
		New	Amended
1	General Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Required Attachments and Provisions and Assurances	<input checked="" type="checkbox"/>	N/A
4	Request for Amendment	N/A	<input checked="" type="checkbox"/>
5	Program Executive Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Program Budget Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Professional and Contracted Services (6200)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Supplies and Materials (6300)	<input type="checkbox"/>	<input type="checkbox"/>
10	Other Operating Costs (6400)	<input type="checkbox"/>	<input type="checkbox"/>
11	Capital Outlay (6600/15XX)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Demographics and Participants to Be Served with Grant Funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Needs Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Management Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	Project Evaluation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Responses to Statutory Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Responses to TEA Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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By TEA staff person:

**Schedule #2—Required Attachments and Provisions and Assurances**

County-district number or vendor ID: 75-6002311

Amendment # (for amendments only):

**Part 1: Required Attachments**

The following table lists the fiscal-related and program-related documents that are required to be submitted with the application (attached to the back of each copy, as an appendix).

#	Applicant Type	Name of Required Fiscal-Related Attachment
No fiscal-related attachments are required for this grant.		
#	Name of Required Program-Related Attachment	Description of Required Program-Related Attachment
No program-related attachments are required for this grant.		

**Part 2: Acceptance and Compliance**

By marking an X in each of the boxes below, the authorized official who signs Schedule #1—General Information certifies his or her acceptance of and compliance with all of the following guidelines, provisions, and assurances.

**Note that provisions and assurances specific to this program are listed separately, in Part 3 of this schedule, and require a separate certification.**

X	Acceptance and Compliance
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with the <a href="#">General and Fiscal Guidelines</a> .
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with the program guidelines for this grant.
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with all <a href="#">General Provisions and Assurances</a> requirements.
<input checked="" type="checkbox"/>	I certify that I am not debarred or suspended. I also certify my acceptance of and compliance with all <a href="#">Debarment and Suspension Certification</a> requirements.

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**Schedule #2—Required Attachments and Provisions and Assurances**

County-district number or vendor ID: 75-6002311

Amendment # (for amendments only):

**Part 3: Program-Specific Provisions and Assurances**☒ I certify my acceptance of and compliance with all program-specific provisions and assurances listed below.

#	Provision/Assurance
1.	The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this grant will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
2.	The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
3.	The applicant assures that funds provided under the Instructional Materials Allotment (IMA) or other funding are insufficient to purchase enough lending technology for every student who needs dedicated access to a device.
4.	The applicant assures that it will provide access to lending technology and residential access to the Internet for students, including economically disadvantaged students and students with disabilities, who do not already have either the needed equipment or Internet service for learning at home.
5.	The applicant understands that equipment purchased with Technology Lending Program Grant funds is the property of the district or charter school.
6.	The applicant assures that infrastructure and technical support are adequate to support students' use of loaned equipment provided through the grant at its participating campus(es).
7.	The applicant assures that it will provide adequate staff to administer the program and ensure successful implementation.
8.	The applicant assures that it will account for the technology lending equipment in accordance with district policy for accounting for such equipment, including providing insurance when insurance is typically provided for such equipment. The applicant understands that the grant funds cannot be used to replace lost, stolen, or damaged equipment.
9.	The applicant assures that it will obtain a Technology Lending Agreement signed by the parents/guardian of each participating student and by the student participating in the program, including an assurance of student's mastery of the grade-appropriate Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills.
10.	The applicant assures that it has an approved 2013-2014 district technology plan on file with TEA. The applicant understands that if an approved 2013-2014 district technology plan is not on file with TEA at the time the applications is submitted to TEA on the application due date, the application is not eligible to be funded.
11.	The applicants assures that it is at Developing or higher Level of Progress in Teaching and Learning and in Educator Preparation in their Texas Campus School Technology and Readiness (STaR Chart) report for the 2012-2013 school year.
11.	The applicant assures that technology lending and use of electronic instructional materials are incorporated into school district or open-enrollment charter school's technology plan.
12.	The applicant assures that appropriate professional development has already been provided for teachers in the use of digital content or that appropriate professional development will be provided within the first three months of the grant period (i.e., October 1, 2014-December 31, 2014) to be prepared for the grant implementation.
13.	The applicant assures that a minimum of 50% of the funds awarded will be spent within the first four months of the grant period (i.e., October 1, 2014-February 1, 2015), and that 100% of the funds will be expended no later than the end of the 1 <sup>st</sup> year of the grant period (i.e. August 31, 2015) to ensure full program implementation through August 31, 2016.
14.	The applicant agrees to collect and report the data for the performance measures stated in the Program Guidelines under Program Evaluation. The applicant assures it will develop appropriate systems and processes to collect and report the required data.

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By TEA staff person:



**Schedule #4—Request for Amendment**

County-district number or vendor ID: 75-6002311

Amendment # (for amendments only):

**Part 1: Submitting an Amendment**

This schedule is used to amend a grant application that has been approved by TEA and issued a Notice of Grant Award (NOGA). **Do not submit this schedule with the original grant application.** Refer to the instructions to this schedule for information on what schedules must be submitted with an amendment.

An amendment may be submitted by mail **or** by fax. Do not submit the same amendment by both methods. Amendments submitted via email will not be accepted.

If the amendment is mailed, submit three copies of each schedule pertinent to the amendment to the following address: Document Control Center, Division of Grants Administration, Texas Education Agency, 1701 N. Congress Ave., Austin TX 78701-1494.

If the amendment is faxed, submit one copy of each schedule pertinent to the amendment to either of the following fax numbers: (512) 463-9811 or (512) 463-7915.

The last day to submit an amendment to TEA is listed on the [TEA Grant Opportunities](#) page. An amendment is effective on the day TEA receives it in substantially approvable form. All amendments are subject to review and approval by TEA.

**Part 2: When an Amendment Is Required**

For all grants, regardless of dollar amount, prior written approval is required to make certain changes to the application. Refer to the "When to Amend" guidance posted in the Amendments section of the Division of Grants Administration [Grant Management Resources](#) page to determine when an amendment is required for this grant. Use that guidance to complete Part 3 and Part 4 of this schedule.

**Part 3: Revised Budget**

			A	B	C	D
#	Schedule #	Class/ Object Code	Grand Total from Previously Approved Budget	Amount Deleted	Amount Added	New Grand Total
2.	Schedule #8: Contracted Services	6200	\$	\$	\$	\$
3.	Schedule #9: Supplies and Materials	6300	\$	\$	\$	\$
4.	Schedule #10: Other Operating Costs	6400	\$	\$	\$	\$
5.	Schedule #11: Capital Outlay	6600/ 15XX	\$	\$	\$	\$
6.	Total direct costs:		\$	\$	\$	\$
7.	<a href="#">Indirect cost</a> ( %):		\$	\$	\$	\$
8.	Total costs:		\$	\$	\$	\$

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**Schedule #4—Request for Amendment (cont.)**

County-district number or vendor ID: 75-6002311

Amendment # (for amendments only):

**Part 4: Amendment Justification**

Line #	# of Schedule Being Amended	Description of Change	Reason for Change
1.			
2.			
3.			
4.			
5.			
6.			
7.			

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**Schedule #5—Program Executive Summary**

County-district number or vendor ID: 75-6002311

Amendment # (for amendments only):

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

Richardson ISD's focus is on student engagement. This is evident in the district's mission: *To serve and prepare all students for their global future*, to the district's goals, one being *Students are highly engaged in their educational life*. From this district precedent, the Instructional Technology department has created a vision within the scope of our Long-Range Technology Plan, *RISD students will achieve advanced proficiencies in evolving technologies to support life-long learning and success*. When devising the eplan (on file at TEA), the district looks closely at identifying needs in existing technology in an effort to provide opportunities for students to develop 21<sup>st</sup> century skills through the use of integrated technology. This need crosses over into providing profound curriculum for students as a foundation for learning. Several current initiatives, like teacher-requested technology bundles of devices and *Bring Your Own Device*, address this need.

In addition to providing access to devices, the district continually updates the curriculum to reflect new resources available for student engagement through technology integration. Already, the district provides digital content that spans all curricular areas and all grade levels. The district is continually training on, evaluating, and revising the resources purchased, while also compiling information concerning the ever-changing web 2.0 resources available. By providing devices, and ensuring that technology is appropriately integrated within the curriculum, students will be better prepared for their global future and have the 21<sup>st</sup> century skills needed to be successful.

During the 2012-2013 school year, Richardson ISD took the first step of offering lending technology at the high schools. Each high school received a set of laptops and Clear modem devices to circulate through the library. In addition, a Region X technology lending grant exclusively targeted the high school AVID program. The partnership was strengthened between technology and curriculum, as these devices allowed broader student access to technology for work beyond the school day and building. Over the past two years, these programs have gained momentum through curriculum evident through project based learning opportunities and increased circulation has been documented. With the success of these programs, the need has arisen for this opportunity to be extended to include elementary and junior high schools.

Applying for this *Technology Lending Program Grant* is an important step in the direction of providing opportunities to all students, outside the school day, to further integrate technology into their learning, thus providing higher engagement. While the district has maintained a small-scale lending program at the high schools, it is not sufficient to bridge the gap between those junior high and elementary students who have ready access to an adequate personal technology device, and those who do not. Adding on-loan devices through this grant will ensure more equitable access to students who may lack the resources to purchase personal student learning devices and Internet access on their own and provide the ability for all students to be fully engaged in their educational life.

This grant will allow us to target 27 elementary campuses and 6 junior high campuses. The lending program will be modeled after the current high school program. Lending will be handled at the campus level, through the library media centers. The lending period will be a 24-hour period, with the possibility of renewal. When needed by their learning assignment, students will be able to check out a Clear modem device, to be used at their residence, for Internet access. The Clear modem devices are already available through the district and, therefore, will not be purchased with grant funds.

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**Schedule #5—Program Executive Summary (cont.)**

County-district number or vendor ID: 75-6002311

Amendment # (for amendments only):

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

All students, using lending technology, will be required to sign a Technology Lending Agreement, along with their parent/guardian, in addition to the Responsible Use Guidelines. An agreement will also be developed for students taking home and using a Clear modem device, which will need to be signed by the parent/guardian before checkout can occur. These documents emphasize the appropriate use and care of devices and Internet use solely for educational purposes. These documents will remain on file at the campus and be electronically detailed within the students' account in the library automation system.

Richardson ISD does provide for the purchase of student insurance in their 1-to-1 programs. Richardson ISD will, however, fully cover the cost of any lost or stolen equipment through district funds for this lending program. Repairs and replacements will be handled in the same way as school equipment and at no cost to students.

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By TEA staff person:



**Schedule #6--Program Budget Summary**

County-district number or vendor ID: 75-6002311			Amendment # (for amendments only):		
Program authority: General Appropriations Act, Article III, Rider 8, 83rd Texas Legislature; Texas Education Code, Chapter 31, Section 31.021(f) and Chapter 32					
Grant period: October 1, 2014, to August 31, 2016			Fund code: 410		
<b>Budget Summary</b>					
Schedule #	Title	Class/ Object Code	Program Cost	Admin Cost	Total Budgeted Cost
Schedule #8	Professional and Contracted Services (6200)	6200	\$6,750		\$6,750
Schedule #9	Supplies and Materials (6300)	6300	\$0		\$0
Schedule #10	Other Operating Costs (6400)	6400	\$0		\$0
Schedule #11	Capital Outlay (6600/15XX)	6600/ 15XX	\$83,925		\$83,925
Total direct costs:			\$90,675		\$90,675
Percentage% <u>indirect costs</u> (see note):			N/A		\$0
Grand total of budgeted costs (add all entries in each column):			<b>\$90,675</b>	<b>\$0</b>	<b>\$90,675</b>
<b>Administrative Cost Calculation</b>					
Enter the total grant amount requested:					\$90,675
Percentage limit on administrative costs established for the program (15%):					× .15
Multiply and round down to the nearest whole dollar. Enter the result.					\$13,601
This is the maximum amount allowable for administrative costs, including indirect costs:					

NOTE: Indirect costs are calculated and reimbursed based on actual expenditures when reported in the expenditure reporting system, regardless of the amount budgeted and approved in the grant application. If indirect costs are claimed, they are part of the total grant award amount. They are not in addition to the grant award amount.

Indirect costs are not required to be budgeted in the grant application in order to be charged to the grant. Do not submit an amendment solely for the purpose of budgeting indirect costs.

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**Schedule #8—Professional and Contracted Services (6200)**

County-district number or vendor ID: 75-6002311

Amendment # (for amendments only):

**NOTE:** Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider.

Expense Item Description		Grant Amount Budgeted
6269	Rental or lease of buildings, space in buildings, or land Specify purpose:	\$0
6299	Contracted publication and printing costs (specific approval required only for nonprofits) Specify purpose:	\$0
62XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be completed by ESC only when ESC is the applicant. Check all that apply: <input type="checkbox"/> Salaries/benefits <input type="checkbox"/> Other: <input type="checkbox"/> Networking (LAN) <input type="checkbox"/> Other: <input type="checkbox"/> Computer/office equipment lease <input type="checkbox"/> Other: <input type="checkbox"/> Building use <input type="checkbox"/> Other: <input type="checkbox"/> Copier/duplication services <input type="checkbox"/> Other: <input type="checkbox"/> Telephone <input type="checkbox"/> Other: <input type="checkbox"/> Administrative <input type="checkbox"/> Other:	\$0
a. Subtotal of professional and contracted services (6200) costs requiring specific approval:		\$0

**Professional Services, Contracted Services, or Subgrants Less Than \$10,000**

#	Description of Service and Purpose	Check If Subgrant	Grant Amount Budgeted
1	Services for Chromebook setup, tagging, and delivery	<input type="checkbox"/>	\$6,750
2		<input type="checkbox"/>	
3		<input type="checkbox"/>	
4		<input type="checkbox"/>	
5		<input type="checkbox"/>	
6		<input type="checkbox"/>	
7		<input type="checkbox"/>	
8		<input type="checkbox"/>	
9		<input type="checkbox"/>	
10		<input type="checkbox"/>	
b. Subtotal of professional services, contracted services, or subgrants less than \$10,000:			\$6,750

**Professional Services, Contracted Services, or Subgrants Greater Than or Equal to \$10,000**

Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
Describe topic/purpose/service:		
<b>Contractor's Cost Breakdown of Service to Be Provided</b>		<b>Grant Amount Budgeted</b>
1	Contractor's payroll costs      # of positions:	\$
	Contractor's subgrants, subcontracts, subcontracted services	\$
	Contractor's supplies and materials	\$
	Contractor's other operating costs	\$
	Contractor's capital outlay (allowable for subgrants only)	\$
Total budget:		\$0

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**Schedule #8—Professional and Contracted Services (6200)**

County-District Number or Vendor ID: 75-6002311

Amendment number (for amendments only):

**Professional Services, Contracted Services, or Subgrants Greater Than or Equal to \$10,000 (cont.)**

Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant	
Describe topic/purpose/service:			
<b>Contractor's Cost Breakdown of Service to Be Provided</b>		<b>Grant Amount Budgeted</b>	
2	Contractor's payroll costs	# of positions:	\$
	Contractor's subgrants, subcontracts, subcontracted services		\$
	Contractor's supplies and materials		\$
	Contractor's other operating costs		\$
	Contractor's capital outlay (allowable for subgrants only)		\$
	Total budget:		\$0
Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant	
Describe topic/purpose/service:			
<b>Contractor's Cost Breakdown of Service to Be Provided</b>		<b>Grant Amount Budgeted</b>	
3	Contractor's payroll costs	# of positions:	\$
	Contractor's subgrants, subcontracts, subcontracted services		\$
	Contractor's supplies and materials		\$
	Contractor's other operating costs		\$
	Contractor's capital outlay (allowable for subgrants only)		\$
	Total budget:		\$0
Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant	
Describe topic/purpose/service:			
<b>Contractor's Cost Breakdown of Service to Be Provided</b>		<b>Grant Amount Budgeted</b>	
4	Contractor's payroll costs	# of positions:	\$
	Contractor's subgrants, subcontracts, subcontracted services		\$
	Contractor's supplies and materials		\$
	Contractor's other operating costs		\$
	Contractor's capital outlay (allowable for subgrants only)		\$
	Total budget:		\$0
Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant	
Describe topic/purpose/service:			
<b>Contractor's Cost Breakdown of Service to Be Provided</b>		<b>Grant Amount Budgeted</b>	
5	Contractor's payroll costs	# of positions:	\$
	Contractor's subgrants, subcontracts, subcontracted services		\$
	Contractor's supplies and materials		\$
	Contractor's other operating costs		\$
	Contractor's capital outlay (allowable for subgrants only)		\$
	Total budget:		\$0

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**Schedule #8—Professional and Contracted Services (6200)**

County-District Number or Vendor ID: 75-6002311		Amendment number (for amendments only):	
<b>Professional Services, Contracted Services, or Subgrants Greater Than or Equal to \$10,000 (cont.)</b>			
6	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	<b>Contractor's Cost Breakdown of Service to Be Provided</b>		<b>Grant Amount Budgeted</b>
	Contractor's payroll costs	# of positions:	\$
	Contractor's subgrants, subcontracts, subcontracted services		\$
	Contractor's supplies and materials		\$
	Contractor's other operating costs		\$
	Contractor's capital outlay (allowable for subgrants only)		\$
Total budget:		\$0	
7	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	<b>Contractor's Cost Breakdown of Service to Be Provided</b>		<b>Grant Amount Budgeted</b>
	Contractor's payroll costs	# of positions:	\$
	Contractor's subgrants, subcontracts, subcontracted services		\$
	Contractor's supplies and materials		\$
	Contractor's other operating costs		\$
	Contractor's capital outlay (allowable for subgrants only)		\$
Total budget:		\$0	
8	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	<b>Contractor's Cost Breakdown of Service to Be Provided</b>		<b>Grant Amount Budgeted</b>
	Contractor's payroll costs	# of positions:	\$
	Contractor's subgrants, subcontracts, subcontracted services		\$
	Contractor's supplies and materials		\$
	Contractor's other operating costs		\$
	Contractor's capital outlay (allowable for subgrants only)		\$
Total budget:		\$0	
c. Subtotal of professional services, contracted services, and subgrants greater than or equal to \$10,000:		\$0	
a. Subtotal of professional services, contracted services, and subgrant costs requiring specific approval:		\$0	
b. Subtotal of professional services, contracted services, or subgrants less than \$10,000:		\$6,750	
c. Subtotal of professional services, contracted services, and subgrants greater than or equal to \$10,000:		\$0	
d. Remaining 6200—Professional services, contracted services, or subgrants that do not require specific approval:		\$0	
(Sum of lines a, b, c, and d) Grand total		\$6,750	

For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration [Grant Management Resources](#) page.

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**Schedule #9—Supplies and Materials (6300)**

County-District Number or Vendor ID: 75-6002311

Amendment number (for amendments only):

**Expense Item Description**

63XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be completed by ESC only when ESC is the applicant. Check all that apply:					Grant Amount Budgeted  \$		
	<input type="checkbox"/>	Print shop fees	<input type="checkbox"/>	Technology-related supplies				
	<input type="checkbox"/>	Postage	<input type="checkbox"/>	Other:				
	<input type="checkbox"/>	Copy paper	<input type="checkbox"/>	Other:				
6399	<b>Technology Hardware—Not Capitalized</b>						Grant Amount Budgeted  \$	
	#	Type	Purpose	Quantity	Unit Cost			
	1				\$			
	2				\$			
	3				\$			
	4				\$			
5				\$				
6399	Technology software—Not capitalized					\$		
6399	Supplies and materials associated with advisory council or committee					\$		
Subtotal supplies and materials requiring specific approval:						\$		
Remaining 6300—Supplies and materials that do not require specific approval:						\$		
<b>Grand total:</b>						<b>\$</b>		

For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration [Grant Management Resources](#) page.

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By TEA staff person:



<b>Schedule #10—Other Operating Costs (6400)</b>			
County-District Number or Vendor ID: 75-6002311		Amendment number (for amendments only):	
Expense Item Description			Grant Amount Budgeted
64XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be used by ESC when ESC is the applicant. Check all that apply:		\$
	<input type="checkbox"/> ESC-owned vehicle usage	<input type="checkbox"/> Other:	
	<input type="checkbox"/> Insurance	<input type="checkbox"/> Other:	
6411	Out-of-state travel for employees (includes registration fees)		\$
	Specify purpose:		
6412	Travel for students (includes registration fees; does not include field trips): Specific approval required only for nonprofit organizations.		\$
	Specify purpose:		
6413	Stipends for non-employees (specific approval required only for nonprofit organizations)		\$
	Specify purpose:		
6419	Travel for non-employees (includes registration fees; does not include field trips): Specific approval required only for nonprofit organizations		\$
	Specify purpose:		
6411/ 6419	Travel costs for executive directors (6411); superintendents (6411); or board members (6419): Includes registration fees		\$
	Specify purpose:		
6429	Actual losses that could have been covered by permissible insurance		\$
6490	Indemnification compensation for loss or damage		\$
6490	Advisory council/committee travel or other expenses		\$
6499	Membership dues in civic or community organizations (not allowable for university applicants)		\$
	Specify name and purpose of organization:		
6499	Publication and printing costs—if reimbursed (specific approval required only for nonprofit organizations)		\$
	Specify purpose:		
Subtotal other operating costs requiring specific approval:			\$
Remaining 6400—Other operating costs that do not require specific approval:			\$
<b>Grand total:</b>			<b>\$0</b>

In-state travel for employees does not require specific approval. Field trips consistent with grant program guidelines do not require specific approval. See [TEA Guidelines Related to Specific Costs](#) for more information about field trips. For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration [Grant Management Resources](#) page.

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**Schedule #11—Capital Outlay (6600/15XX)**

County-District Number or Vendor ID: 75-6002311			Amendment number (for amendments only):	
<b>15XX is only for use by charter schools sponsored by a nonprofit organization.</b>				
#	Description/Purpose	Quantity	Unit Cost	Grant Amount Budgeted
<b>6669/15XX—Library Books and Media (capitalized and controlled by library)</b>				
1		N/A	N/A	\$
<b>66XX/15XX—Technology hardware, capitalized</b>				
2	Toshiba Chromebook CB30-A3120	225	\$297	\$66,825
3			\$	\$
4			\$	\$
5			\$	\$
6			\$	\$
7			\$	\$
8			\$	\$
9			\$	\$
10			\$	\$
11			\$	\$
<b>66XX/15XX—Technology software, capitalized</b>				
12	Google Management Console	225	\$30	\$6,750
13			\$	\$
14			\$	\$
15			\$	\$
16			\$	\$
17			\$	\$
18			\$	\$
<b>66XX/15XX—Equipment, furniture, or vehicles</b>				
19	InfoCase for 13 inch Chromebooks	225	\$46	\$10,350
20			\$	\$
21			\$	\$
22			\$	\$
23			\$	\$
24			\$	\$
25			\$	\$
26			\$	\$
27			\$	\$
28			\$	\$
<b>66XX/15XX—Capital expenditures for improvements to land, buildings, or equipment that materially increase their value or useful life</b>				
29				\$0
<b>Grand total:</b>				<b>\$83,925</b>

For a list of unallowable costs, as well as guidance related to capital outlay, see the guidance posted on the Division of Grants Administration [Grant Management Resources](#) page.

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**Schedule #12—Demographics and Participants to Be Served with Grant Funds**

County-district number or vendor ID: 75-6002311

Amendment # (for amendments only):

**Part 1: Student Demographics.** Enter the data requested for the population to be served by this grant program. If data is not available, enter DNA. Use the comments section to add a description of any data not specifically requested that is important to understanding the population to be served by this grant program.

<b>Total enrollment:</b>			<b>20,089</b>	
Category	Number	Percentage	Category	Percentage
African American	5,585	N/A	Attendance rate	96%
Hispanic	9,307	N/A	Annual dropout rate (Gr 9-12)	DNA%
White	3,398	N/A	TAKS met 2011 standard, all tests (sum of all grades tested; standard accountability indicator)	N/A
Asian	1,309	N/A	TAKS commended 2011 performance, all tests (sum of all grades tested)	N/A
Economically disadvantaged	14,859	74%	Students taking the ACT and/or SAT	N/A
Limited English proficient (LEP)	6,934	35%	Average SAT score (number value, not a percentage)	N/A
Disciplinary placements	75	0.67%	Average ACT score (number value, not a percentage)	N/A

**Comments**

Annual dropout rate is not needed as this grant will not be applied to students in grades 9-12.

**Part 2: Students to Be Served with Grant Funds.** Enter the number of students in each grade, by type of school, projected to be served under the grant program.

School Type	PK (3-4)	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Public	1151	2126	2409	2254	2104	2071	2039	1910	2065	1960					20089
Open-enrollment charter school															
Public institution															
Private nonprofit															
Private for-profit															
<b>TOTAL:</b>	1151	2126	2409	2254	2104	2071	2039	1910	2065	1960					20089

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**Schedule #13—Needs Assessment**

County-district number or vendor ID: 75-6002311

Amendment # (for amendments only):

**Part 1: Process Description.** A needs assessment is a systematic process for identifying and prioritizing needs, with "need" defined as the difference between current achievement and desired or required accomplishment. Describe your needs assessment process, including a description of how needs are prioritized. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Richardson ISD has an enrollment of over 38,000 students of which over 57% are considered economically disadvantaged. Richardson ISD encompasses the city of Richardson and portions of the city of Dallas and Garland. The communities are aging suburban communities that are transitioning toward more urban living. Many students, who often have limited family support, are in need of assistance to excel academically, broaden their horizons to opportunities within education and the workforce, and have opportunities for access to technology outside of the school day.

During the 2011-2012 school year, Richardson ISD hired an outside professional consultant, Renaissance Institute, Inc., to conduct an in-depth Technology Audit. The audit, which spanned a semester, examined all aspects of technology across the district, including our three 1-to-1 programs where students are assigned a district device for in-school and out-of-school use along with the extent that technology was integrated into curriculum for all students. The extensive data provided from this audit highlighted the expanding need for additional technology opportunities for all students. Specific recommendation was made to implement a universal access program in place of traditional 1:1 programs. This initiative demonstrates the district's priority to integrate technology into learning, no matter the platform. However, this has also highlighted the need to provide devices to students who may lack the resources to purchase personal student learning devices and Internet access on their own.

In response to the audit, the district has implemented *Bring Your Own Device* since 2012-2013 and greatly increased our bandwidth through a bond-funded project. This initiative demonstrates the district's priority to integrate technology into learning, no matter the platform. However, this also highlighted the need to provide devices to more students who may lack the resources to purchase personal student learning devices and Internet access on their own. In addition, our curriculum now includes highly engaging flipped and blended learning experiences for students which necessitates at-home computer access. It is necessary for us to expand our current high school program to at-need students in the junior high and elementary grades.

Each year the district looks at current research and attends national technology education conferences to determine any needed technology that should be considered. The district has a Technology Advisory Committee of over 100 members including district administrators, teachers, librarians, students, parents, technology and curriculum specialists, community members, and a school board member. This committee meets four times a year and divides into subcommittees for in-depth assessment to help identify and prioritize needs and goals for students with technology across the district. District leaders use this as input into the development of the district's Long Range Technology Plan, which supports both campus and district annual improvement plans.

During the 2012-2013 school year, the district tested a variety of devices for the two 1-to-1 campuses. These devices included a variety of tablets and laptops. The elementary campus chose the iPad mini and the junior high campus chose the Chromebook. During the 2013-2014 school year, the district has tested and piloted a variety of Windows and Android tablets. These pilots will identify a district standard for purchase. These pilots provide the devices that are available for teachers via the student bundle application. The application process allows teachers to choose the type of technology they are ready to integrate into their classrooms. During the 2013-2014 school year, over 250 iPad bundles and 300 laptop bundles were deployed.

While all these initiatives help the district achieve the goal of engaging students in their educational life, it does not provide opportunity for all students to use devices outside of the school day. Our current high school initiative has provided the opportunity for teachers to embed technology integration and provide learning goals that now need to be expanded to the elementary and junior high schools.

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**Schedule #13—Needs Assessment (cont.)**

County-district number or vendor ID: 75-6002311

Amendment # (for amendments only):

**Part 2: Alignment with Grant Goals and Objectives.** List your top five needs, in rank order of assigned priority. Describe how those needs would be effectively addressed by implementation of this grant program. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Identified Need	How Implemented Grant Program Would Address
1.	Richardson ISD needs to increase and expand student use of technology to prepare them for future career and college opportunities.	Grant funding would provide devices available to students solely for the purpose of use outside of the school day and building. By having access to this resource, students are able to become accustomed to accessing technology for a purpose other than in-school assignments.
2.	Qualifying students in elementary schools need access to technology beyond the school day.	Providing the opportunity of technology to students beyond the school day meet's the district goal – <i>students are highly engaged in their educational life</i> . Students will have the ability to use available resources to enhance learning.
3.	Qualifying students in junior high schools need access to technology beyond the school day.	Providing the opportunity of technology to students beyond the school day meet's the district goal – <i>students are highly engaged in their educational life</i> . Students will have the ability to use available resources to enhance learning.
4.	Curriculum needs to include project based learning and research opportunities for students to make real-world connections to learning goals.	Curriculum in Richardson ISD is continually updated. With students having access to technology and Internet outside of the school day, curriculum departments are able to emphasize research based projects that can be extended beyond the school day, integrating digital content and tools into instruction in a meaningful way.
5.	Universal access needs to be available to students outside of a campus 1-to-1 initiative.	Universal access at campuses was a recommendation from the 2011 audit. By expanding our current high school lending program to the junior high and elementary schools, provides access to students who are not on a 1-to1 campus and meets this recommendation.

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**Schedule #14—Management Plan**

County-district number or vendor ID: 75-6002311

Amendment # (for amendments only):

**Part 1: Staff Qualifications.** List the titles of the primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program, along with desired qualifications, experience, and any requested certifications. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Title	Desired Qualifications, Experience, Certifications
1.	Secondary IT Coordinator	Provide support and guidance to classroom teachers in technology integration strategies. Modeling technology strategies at campus level, planning collaboratively, and campus support staff is emphasized.
2.	Campus Library Media Specialist	Collaborate with teachers to develop and implement lesson plans that fulfill the requirements of the library curriculum and align with the content area curriculum, integrating technology into the teaching/learning process.
3.	Instructional Specialist	Provide support and guidance to classroom teachers as it relates to properly integrating the TEKS, planning collaboratively, and encouraging technology-rich learning environment for all students.
4.	Contract Technicians	Ability to troubleshoot and address technical concerns as it relates to all technology devices within the district. Technicians need to communicate effectively and address matters in a timely manner.
5.		

**Part 2: Milestones and Timeline.** Summarize the major objectives of the planned project, along with defined milestones and projected timelines. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Objective	Milestone	Begin Activity	End Activity
1.	Establish lending process in qualifying elementary and junior high schools.	1. Document procedures and guidelines.	10/01/2014	10/08/2014
		2. Meet with campus staff to discuss process.	10/09/2014	10/31/2014
		3. Amend process from input.	10/09/2014	10/31/2014
		4.		
		5.		
2.	Purchase devices for distribution to qualifying elementary and junior high schools.	1. Purchase devices through technology vendor.	10/01/2014	10/31/2014
		2. Image and inventory devices for distribution.	10/01/2014	10/31/2014
		3. Catalog devices in library automation system.	10/01/2014	10/31/2014
		4. Distribute to schools.	11/01/14	11/20/2014
		5.		
3.	Train school staff in the lending device process.	1. Train Library Media Specialists	10/27/2014	10/31/2014
		2. Library Media Specialists train campus staff.	11/01/2014	11/07/2014
		3.		
		4.		
		5.		
4.	Assist teachers with technology integration and the technology lending process.	1. Receive monthly feedback from librarians.	11/07/2014	05/29/2015
		2. Meet with curriculum areas to integrate technology.	11/01/2014	05/29/2015
		3. Visit with campus staff for feedback.	01/06/2015	06/04/2015
		4.		
		5.		
5.	Monitor students use, process steps, and equipment for tracking and reporting.	1. Pull statistics from library automation reporting.	12/01/2014	12/19/2014
		2. Report statistics mid-year to leadership.	12/01/2014	12/19/2014
		3. Pull statistics from library automation reporting.	05/01/2015	05/29/2015
		4. Report findings to leadership for end of year.	05/01/2015	05/29/2015
		5. Update Board during Technology update in September.	09/01/2015	09/30/2015

**Grant funds will be used to pay only for activities occurring between the beginning and ending dates of the grant, as specified on the Notice of Grant Award.**

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**Schedule #14—Management Plan (cont.)**

County-district number or vendor ID: 75-6002311

Amendment # (for amendments only):

**Part 3: Feedback and Continuous Improvement.** Describe the process and procedures your organization currently has in place for monitoring the attainment of goals and objectives. Include a description of how the plan for attaining goals and objectives is adjusted when necessary and how changes are communicated to administrative staff, teachers, students, parents, and members of the community. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Lending technology is currently one of the initiatives that aligns with the mission and vision of the district. Due to the importance of this issue, lending technology is reported to all stakeholders through yearly Technology Progress Report update to the Board of Trustees. In addition, it is an action item on the District Improvement Plan. Lending Technology falls under the goal '*Students are highly engaged in their educational life*' and the objective '*Integrate digital content and tools into instruction in meaningful ways to encourage student use of available resources to enhance learning.*' Being a part of the District Improvement Plan, updates for lending technology are submitted to the Superintendent and Board of Trustees twice a year – at the end of each semester.

Statistics for lending technology are easily accessible through the Library Media Services automation system reporting module. Every laptop and Clear modem device is cataloged and barcoded. Each time a laptop is circulated (checked out or renewed), it is done so through the automation system.

**Part 4: Sustainability and Commitment.** Describe any ongoing, existing efforts that are similar or related to the planned project. How will you coordinate efforts to maximize effectiveness of grant funds? How will you ensure that all project participants remain committed to the project's success? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

In Fall 2012, all high schools began a technology lending program open to all students, using funding other than grant. These devices are handled through the campus library staff using the same process as book checkout, through the library automation system. This grant is targeting elementary and junior high schools, meeting the 40% or greater economically disadvantaged student population. Since the high school campus staffs have already implemented this program, the junior high and elementary staffing have representatives they can touch base with regularly (in addition to the Secondary IT Coordinator) to ensure lending programs are effectively providing the needed devices to students at their campus. All can contribute ideas for streamlining the processes, tracking usage, plus storage and distribution of devices.

With this grant program, the Secondary IT Coordinator (grant manager), library media specialists, and instructional specialists will work closely. Feedback will be reflective and regular. Formal feedback will occur twice a year via surveys. Informal will be continuous. Adjustments to workflow and procedures can be quickly made as identified. In addition, curriculum is being updated continuously and this will aide in technology integration. As technology becomes a more vital part of the student learning environment and embedded in the curriculum, the campuses will see the lending program usage statistics increase.

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**Schedule #15—Project Evaluation**

County-district number or vendor ID: 75-6002311

Amendment # (for amendments only):

**Part 1: Evaluation Design.** List the methods and processes you will use on an ongoing basis to examine the effectiveness of project strategies, including the indicators of program accomplishment that are associated with each. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Evaluation Method/Process	Associated Indicator of Accomplishment	
1.	Evaluate lending process development and implementation procedures.	1.	Completed documentation of procedures and guidelines.
		2.	Met with all campus principals, librarians, and instructional specialists.
		3.	Amended, as needed, procedures and guidelines.
2.	Examine documentation for identification and purchase of equipment.	1.	Receive quote and place order.
		2.	Ready equipment for distribution.
		3.	Distribute equipment.
3.	Review project records for staff training schedule and attendance.	1.	Train Library Media Specialists & Instructional Specialist, agenda and sign in sheets.
		2.	Meet with curriculum staff to establish goals.
		3.	
4.	Review project records for teacher session schedule and attendance.	1.	LMS and IS train staff, sign in sheets.
		2.	Evaluation from teachers trained, via ERO.
		3.	
5.	Analyze and report on student usage data and records of technology difficulties.	1.	Generate usage statistics in 12/2014.
		2.	Generate work order log in 05/2015.
		3.	Generate usage statistics in 05/2015.

**Part 2: Data Collection and Problem Correction.** Describe the processes for collecting data that are included in the evaluation design, including program-level data such as program activities and the number of participants served, and student-level academic data, including achievement results and attendance data. How are problems with project delivery to be identified and corrected throughout the project? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Quantitative data will be collected via the reports module of the library automation system. This data will be reflective of each individual campus, providing a campus total of check out and renewals of devices. Campus data can be combined for a district total. This information will be reported to district leadership twice a year, fall and spring at the times of the District Improvement Plan update, to provide support of the program, possible expansion of program (with more devices), and aide in getting curricular support for technology integrated projects.

Qualitative data will be gathered from the campus staff through surveys and informal interviews. With all parties working together, a clear understanding of who is using the laptops, for what integrated technology project, perceived impact on achievement and attendance will help determine the direction the program needs to go. If the laptops are not utilized, a need to look closely at integrated technology projects, including project based learning opportunities, are included in the curriculum. Instructional technology is able to help the individual curriculum areas create integrated and differentiated projects that utilize technology.

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**Schedule #16—Responses to Statutory Requirements**

County-district number or vendor ID: 75-6002311

Amendment # (for amendments only):

**Statutory Requirement 1:** Applicant must describe how it will use funds to implement or enhance a technology lending program to loan students the equipment necessary to access and use electronic instructional materials. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Richardson ISD currently has a technology lending program in place at each of the four district high schools. This program is currently sustained through Instructional Technology operating budget and refresh cycle which runs congruent with the district's bond funds.

This Technology Lending Program Grant allows the district to expand the technology lending program to qualifying junior high schools and elementary schools. Each qualifying campus will receive lending technology devices, notebooks (purchased through grant funds) and wireless Clear modem devices (available through district means). Each qualifying junior high will receive fifteen devices and each qualifying elementary campus will receive five devices. The devices will be managed by the library media service staff at each campus, with collaboration and support of the instructional specialist and teachers.

As a student's core curricular classes dictates, students will be eligible to check out devices and Clear modem devices for Internet connectivity. The checkout period will be for 24-hours, with the ability to renew on an as-needed basis. Students without access to technology outside the school day will express their need to their teacher, who will communicate the need to the library media services staff. The library media staff will lend the device, making sure they are equally available to all students with needs, and maintain a use through the library automation system.

A student's need is dictated by the current course enrollment, as well as the program of study. When a learning need includes integrated digital content exploration, research, or project creation, for example, a high need will be communicated for this student to the library media staff who will circulate the lending device.

At the beginning of each school year, all Richardson ISD students will accept the Responsible Use Guidelines, allowing for computer access to devices during the school day. This policy includes high expectations for use of all technology devices, district-provided and personal, using district network services.

In addition, students and their parent/guardian will complete a *Technology Lending Agreement*, allowing access to an on-loan device, and *Authorization for Clear Modem Device* for Internet access outside of the school day. This agreement will clearly state that the student and parent/guardian understands and accepts their responsibilities with the devices' use. Of particular emphasis will be guidelines and expectations related to the unfiltered access provided by Clear. This agreement will be kept on file at the school and denoted in the students library automation account.

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**Schedule #16—Responses to Statutory Requirements**

County-district number or vendor ID: 75-6002311

Amendment # (for amendments only):

**Statutory Requirement 2:** If the applicant has already purchased, or is also purchasing, lending equipment through other funding sources such as the Instructional Materials Allotment, the applicant must describe how equipment from all funding sources will be used in a cohesive manner to support efforts to ensure students have dedicated access to a technology device. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Richardson ISD is currently using Bond funding to support additional devices on all campuses. The district is not able to support a 1-to-1 initiative for all students and it is currently not a part of the long-range technology plan. Each year, the district provides an opportunity for all teachers to apply for student bundles of devices. This formal approval process requires each teacher to explain, in detail, what technology integrated activities and assignments the devices would be used to support. Approval is required from the teacher's principal, curriculum director, and technology director. Through the approval and purchase of these devices linked to specific use plans, the district is able to provide access, when necessary, for all students. The teachers will manage the devices and provide access to the students as needed.

While access to technology is an important aspect of 21<sup>st</sup> century learning and student engagement, the curriculum drives the need for any device. As the curriculum is continually refined, the integration of technology will become increasingly necessary. As more devices, of all kinds, are requested and distributed, more students will receive wider access.

Richardson ISD has a high school lending program funded through bond funding and sustained through operating funds. In addition, the high school AVID (Advancement Via Individual Determination) program has a small-scale lending program funded through a previous lending grant. AVID lending program is specific to AVID students and handled by the AVID coordinator on each campus. This small-scale program provides more direct access to students within the program.

By implementing a program in qualifying schools, it provides vertical alignment throughout the entire district from elementary through high school. Students will become familiar with the program in elementary school and will come to expect the access to lending technology to enhance their learning. Curriculum will be refined to reflect this opportunity for students' access to technology outside of the school day. It will become necessity, rather than an enhancement.

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**Schedule #17—Responses to TEA Program Requirements**

County-district number or vendor ID: 75-6002311

Amendment # (for amendments only):

**TEA Program Requirement 1:** Applicant must describe how the lending program aligns with existing mission and goals of the public school district or open-enrollment charter school. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Richardson ISD's focus is on student engagement. This is evident in the district's mission: *To serve and prepare all students for their global future*, to the district's goal, one being *Students are highly engaged in their educational life*. From this district precedent, the Instructional Technology department has created a vision within the scope of our Long-Range Technology Plan, *RISD students will achieve advanced proficiencies in evolving technologies to support life-long learning and success*. When devising the eplan (on file at TEA), the district looks closely at identifying needs in existing technology in an effort to provide opportunities for students to develop 21<sup>st</sup> century skills through the use of integrated technology. This need crosses over into providing profound curriculum for students as a foundation for learning. Several current initiatives, like teacher-requested technology bundles of devices and *Bring Your Own Device*, address this need. In addition to providing access to devices, the district continually updates the curriculum to reflect new resources available for student engagement through technology integration. Already, the district provides digital content that spans all curricular areas and all grade levels. The district is continually training on, evaluating, and revising the resources purchased, while also compiling information concerning the ever-changing web 2.0 resources available. By providing devices, and ensuring that technology is appropriately integrated within the curriculum, students will be better prepared for their global future and have the 21<sup>st</sup> century skills needed to be successful.

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**Schedule #17—Responses to TEA Program Requirements**

County-district number or vendor ID: 75-6002311

Amendment # (for amendments only):

**TEA Program Requirement 2:** Applicant must describe how it will prioritize campuses with the highest need for a technology lending program. Applicant must also describe how it will ensure access to lending equipment and residential access to the Internet among students who have the greatest need. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Richardson ISD works hard at providing uniform curriculum and opportunities for students at all schools. This supports the need to have lending technology available at all campuses. This grant allows the district to take steps towards this goal, by providing lending opportunity at the highest need schools – 40% or greater economically disadvantaged. For the duration of the grant, 2014-2016, the district is able to evaluate the true need at each campus. If needed, when the 2016 Bond planning occurs, not only will the current devices fall under the refresh cycle, but the district can expand the program by increasing the number of devices available for lending.

The student need on the campus will be determined by the teachers and curriculum. A teacher who has an assignment or project in place that requires technology resources outside the school day can remind students of the lending program in place through the library. Teachers know their students best and will be able to identify and facilitate need. Teachers will have access to the two forms, to distribute to students to return to the library staff. The teacher will communicate with the librarian, who is aware of the scope and sequence covered by the different curriculum areas, of the upcoming project and possible need. This will help prioritize curricular need.

Richardson ISD currently has ownership of wireless Clear modem devices. This wireless device will provide the needed Internet access without the necessity to purchase service to the students' homes. Clear device modems are easy to use and provide Internet access for practically any location, any time. The *Authorization for Clear Modem Device* will contain information so the student and parent/guardian understand that the Clear modem device cannot be connected to our district server with its blocks and filters limiting access to sites deemed inappropriate for students. Clear gives unfiltered access to all Internet sites. Students and parents/guardians must sign the agreement which provides guidelines and expectations as their responsible use of the device for educational purposes. Students do not have to check out a Clear modem device if it is not needed. They may check out laptop for use, if Internet is not needed.

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**Schedule #17—Responses to TEA Program Requirements (cont.)**

County-district number or vendor ID: 75-6002311

Amendment # (for amendments only):

**TEA Program Requirement 3:** Applicant must describe how the lending program aligns with current curriculum, instruction, and classroom management policies and/or practices on its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Richardson ISD provides a variety of resources for integration into every curriculum area. Online resources are provided by Library Media Services and are representative of every subject area and every grade level. Each year, usage statistics are gathered and analyzed to provide the best possible resources to students and teachers. All subject areas are continually updating their curriculum to be reflective of new resources and strategies to provide seamlessly integrated lessons for students, providing an optimal 21<sup>st</sup> century learning environment that prepares them for their global future. Instructional Technology works closely with curriculum to update on current research and trends in an effort to move them forward. In addition, the district has approved web resources available with include extensive training for integration within the classroom and curriculum. These include Google Apps for Education, learning management system, and teacher websites. All of these are current initiatives that provide teachers and students a safe environment for collaboration, creating, and communicating with each other.

Richardson ISD's philosophy is a joint approach to integrating technology, devices and software, into curriculum. It is not up to the curriculum departments to find and include resources on their own. Rather, it is a team effort to provide the best resource and most up-to-date methods of integration.

Management of the devices is provided by current documentation already available – Responsible Use Guidelines, Student Code of Conduct, Library Policies and Technology Lending Agreement. Students at all levels are familiar with all of these documents, apart from the Technology Lending Agreement which will be introduced at the point of need.

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**Schedule #17—Responses to TEA Program Requirements (cont.)**

County-district number or vendor ID: 75-6002311

Amendment # (for amendments only):

**TEA Program Requirement 4:** Applicant must describe how it is using electronic instructional materials in one or more foundation curriculum subject area(s) for one or more grade level(s). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Richardson ISD currently provides digital content for all curricular areas and all grade levels, including resources for remedial learners. Teacher training focuses on what is available and how to assess its instructional value, the importance of digital content imbedded into their curriculum, and the benefit for student engagement. Specifically, secondary Science has a strong emphasis on Discovery Education. Secondary English Language Art includes general online resources included for research. Secondary Social Studies includes digital resources that provide history-related material, for example CultureGrams and Facts on File. For elementary students, PebbleGo has earth and space, animal, biographies, and social studies. These resources have the highest usage at elementary than any other. Elementary also has access to general research resources, World Book Kids and Searchasaurus (EBSCO). Both are popular choices by teachers and library media specialists. Also, included are any digital content pertaining to textbook adoption. These resources are all paid services the district provides. In addition, the district has a web 2.0 policy that allows for use of the different resources available online and downloading, related to specific curriculum objectives and many times at no cost. Finally, the district is providing more and more eBooks for student and teacher use. This includes nonfiction and fiction material.

Each curriculum area is always updating curriculum across foundation subject areas with digital content embedded. Techniques being incorporated include collaborative note-taking, digital storytelling, blogging/discussion threads online, video creation and editing, project based learning. A variety of district resources are available for these purposes.

All of these resources are available to engage, differentiate, and improve student learning. Throughout the period of the grant, and beyond, the ongoing training piece is critical in increasing usage by teachers and students.

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**Schedule #17—Responses to TEA Program Requirements (cont.)**

County-district number or vendor ID: 75-6002311

Amendment # (for amendments only):

**TEA Program Requirement 5:** Applicant must describe professional development for teachers in the use of electronic instructional material that has already occurred or will occur within the first three months of the grant period (i.e., October 1, 2014-December 31, 2014) to be prepared for the grant implementation. Note: Any professional development that is provided within the grant period must be provided with non-grant funds. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The district goals include *students are highly engaged in their educational life* and *profound curriculum is the foundation for learning*. In support of these goals and the district's 2020 Vision, teachers have received many hours of technology integration training within their teaching fields, especially over the past two years. In 2010, to demonstrate the district's commitment to integrating technology, Richardson ISD chose to bring the Professional Development Department into the Instructional Technology Department. An Instructional Technology Professional Development position was added. This union provides an excellent avenue for digital training integration.

For this Technology Lending grant, initial training for the device rollout will occur in October, after the grant has been awarded and the devices purchased. After October, Instructional Technology will work with each curriculum area and school to identify ways to integrate the lending technology into the school culture and curriculum. At least two meetings per semester will be set at the campus and with curriculum departments, by Instructional Technology staff, which will cover technology integration component in an effort to provide support within the curriculum. Curricular trainings will include digital content resources provided by the district and techniques for integrating these resources into the curriculum to help foster students' 21<sup>st</sup> Century skills and Technology Application TEKS.

**TEA Program Requirement 6:** Applicant must describe how infrastructure is adequate to support students' anticipated use of devices provided through the grant at its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Richardson ISD recently completed a major Bond project updating the technology infrastructure at every campus. Starting with the 2012-2013 school year, all had received a robust update to their campus infrastructure. This includes cabling, wireless access points, and server upgrades. This allows the student devices to be used at any time and location within the campus network.

In addition, the district currently provides a Help Desk that provides on-site maintenance and remote troubleshooting on all hardware and software issues from 7:30 a.m. to 5:00 p.m., Monday-Friday. The library staff may contact the Help Desk by phone, email, or by appointment to address any maintenance related issues with the loaning devices. The Help Desk will determine the kind of maintenance needed – on-site technician, remote troubleshooting, or appointment. Service and replacement of the devices purchased through this grant will be the same level as that provided for all in-school district equipment; at no cost to the students.

**Schedule #17—Responses to TEA Program Requirements (cont.)****For TEA Use Only**

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Amendment # (for amendments only):

**TEA Program Requirement 7:** Applicant must describe a plan for providing Internet access to the homes of students as needed. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Richardson ISD currently has ownership of wireless Clear modem devices. The wireless device will provide the needed Internet access without the necessity to purchase service to the students' homes. Clear modem devices are easy to use and provide Internet access for practically any location in the DFW metroplex, any time.

In support of this grant, each campus will be given Clear modem devices to loan students needing home Internet access. A Clear modem device will be available to loan with each student device for a 24-hour period, with the option to renew.

The *Authorization for Clear Device* form will contain information so the student and parent/guardian understand that the Clear modem device cannot be connected to our district server with its blocks and filters limiting access to sites deemed inappropriate for students. Clear modem devices give unfiltered access to all internet sites. Students and parents/guardians must sign the agreement which provides guidelines and expectation as to their responsible use of the device for educational purposes prior to lending.

**TEA Program Requirement 8:** Applicant must describe how technical support is adequate to support students' anticipated use of devices provided through the grant at its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Richardson ISD currently uses Remedy, a database, to track all district owned equipment. Before any piece of equipment is issued, the device is tagged with Richardson ISD specific tagging and entered into the system. Any device purchased through this grant will be included in this inventory database. Remedy is also a part of the district's work order system. The district currently has a Help Desk that provides on-site maintenance and remote troubleshooting on all hardware and software issues from 7:30 a.m. to 5:00 p.m., Monday-Friday. The library staff may contact the Help Desk by phone, email, or by appointment to address any maintenance related issues with the loaning devices. The Help Desk will determine the kind of maintenance needed – on-site technician, remote troubleshooting, or appointment. Service and replacement of the devices purchased through this grant will be provided at no cost to the students. Because of the importance of this lending program, typically lending technology is given a high priority with service occurring within 24-hours of initiation.

Software troubleshooting may be handled at the campus level by the library media staff. If they feel comfortable helping students with specific software issues they may or they may call the Help Desk. The district will support all purchased software, including district purchased/approved online resources. Any class dictated resources, typically web resources, will involve the assigning teacher's aide in troubleshooting.

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**Schedule #17—Responses to TEA Program Requirements (cont.)**

County-district number or vendor ID: 75-6002311

Amendment # (for amendments only):

**TEA Program Requirement 9:** Applicant must describe how the grant will be administered on participating campus(es), including a description of how the check-out and check-in process will operate, who will be in charge of the check-out process, especially in cases of competing need, and the process that will be used to maintain the technology lending equipment in proper working condition. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The lending program is based on need – curricular and personal (for technology). A teacher who has an assignment or project in place that requires technology resources outside the school day can remind students of the lending program in place through the library. Teachers know their students best and will be able to identify need. Teachers will have access to the two forms (*Authorization for Clear Device* and *Technology Lending Agreement* via the district's learning management system), to distribute to students to return to the library staff. The teacher will communicate with the librarian, who is aware of the scope and sequence covered by the different curriculum areas, of the upcoming project and possible need. This will help prioritize curricular need.

In keeping with the current high school lending technology model, all lending technology will be circulated through the library media center using the district's library automation system. The library staff will facilitate distributing (if a student did not receive them from their teacher) and collecting the necessary forms, as well as noting in the student account (on the automation system) the forms are on file. The library staff will be responsible for checking in and out devices to students. Priority will be given to students who have been recommended by their teacher for a specific project.

Richardson ISD has a Help Desk and contracted technicians available for all work order needs. Library staff will be responsible for calling the Help Desk with any technical issues that may arise or reported by students. The Help Desk will create a work order and, if needed, a contract technician will be dispatched to the school to address the work order. Once a technician has addressed the work order and closed it, the library staff will put the laptop back in circulation.

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**Schedule #17—Responses to TEA Program Requirements (cont.)**

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Amendment # (for amendments only):

**TEA Program Requirement 10:** Applicant must describe how it will account for the technology lending equipment according to local policy, including providing insurance if appropriate. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Richardson ISD currently uses Remedy, a database, to track all district owned equipment. Before any piece of equipment is issued, the device is tagged with Richardson ISD specific tagging and entered into the system which includes type, model number, serial number, cost, and budgetary code. Any devices purchased through this grant will be included in this inventory database. The device is then issued to a specific person, in this case the library media specialist, who, along with the library aides, will manage the loan of devices to students through the library automation system.

In addition, each device will be loaded with the tracking device, CompuTrace. This allows for recovery of the device should it be stolen or misplaced. The district works with CompuTrace and the local police department to recover the device.

Student insurance is provided for purchase with the district's one-to-one programs to cover loss or theft outside of school. Richardson ISD has decided to cover lending equipment through district funds at no cost to students using this lending program. Devices will be loaned for 24 hours, with the option to renew as needed. Students will not need the devices for an entire year.

**TEA Program Requirement 11:** Applicants must describe the development and implementation of a *Technology Lending Agreement* to be signed by parents or guardians of the students and by the student. The agreement must address responsible use and care of the equipment, responsible use of the district's digital resources, and responsible use of the Internet. The agreement may incorporate an existing *Responsible Use Policy* by reference. The Technology Lending Agreement must verify that students receiving Internet access at home have a demonstrated grade level mastery of the Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills (TEKS). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

With three one-to-one initiatives and a current lending program in place at the high school, the district is able to model the expansion of the lending program to junior highs and elementary schools using the current model in place. This model includes three documents that must be on file with the campus: *Responsible Use Guidelines*, *Authorization for Clear Device*, and *Technology Lending Agreement*.

The district revised and accepted their Responsible Use Guidelines (RUG) and it went into effect during the 2012-2013 school year. Parents/guardians must agree to the district's Responsible Use Guidelines (RUG) which are printed in the Student Code of Conduct. By agreeing to and signing the Student Code of Conduct, they are agreeing to the RUG. This form is provided at the time the Student Code of Conduct is distributed and the signed form remains on campus for the duration of the school year.

The second document is the Authorization for Clear Device. Internet is provided through a Clear modem device. Because this is off-site Internet service and unfiltered, parents/guardians must provide permission and understanding of the Internet service that will be used when students check out a lending device. These forms are kept on file at the campus and the library staff denotes the form within the student's account in the automation system. This form must be on file with the campus before the lending technology may be circulated to the student.

The final document, currently in place, is a Technology Lending Agreement. Parent/Guardians must sign this form, which is kept on file at the campus, before a student may check out a lending device. The agreement includes the purpose of the program and device, the loan period, liability involved with checking out a device, and best practices for when using the device.

Through this Technology Lending Program Grant, the Technology Lending Agreement will need to be updated to reflect Technology Application TEKS to be met before checking out a device.

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